

Mr. Colby:

1. You have been invited to the award ceremony at which Mr. Helms will present the DIM to Hugh Cunningham at 12:00 on Friday, 9 February. As you know, Brookings is scheduled for 12:00 that day. Would you like to attend the ceremony for Mr. Cunningham and go into Brookings ten or fifteen minutes late? Yes ☒ No ☐ *advised* ☐ *ILLEST*

2. You indicated you would like to see ☐ while he is here ☐ He is leaving this weekend, so I have scheduled him for 10:30 on Thursday, 8 February. Would you like a bio? Yes ☒ No ☐ *discussed*

interest in attending previous ceremonies and since life is so terribly hectic these days, I took the liberty of regretting for you, using your terribly busy schedule at this time as an excuse. (Hope this is what you wanted me to do.) That is not why he called, however. He would like fifteen minutes with you sometime this week. Shall I set something up? ☐ Or would you prefer that, unless he claims it is really urgent, it be held over to next week? ☒ *10:30 Tuesday 13 Feb*

6. ☐ was in the building today and wanted to drop down to say hello to you, but you were with Mr. Helms. He asked that we give you his best regards.

7. FYI, ☐ called me yesterday to say he heard that the National Civil Service League has narrowed down to fifteen the Career Service Award winners and that Mr. Duckett is still on the list. He believes the final ten winners should be selected very shortly and that a letter will be sent to the Director.

Barbara
6 Feb 73